

Questions and Answers from Gardening Contractor Site Visit, as recorded by Contracting Officer Lauren O'Doherty

Q1: Can the contractor change plants? What is the procedure to remove and replace dead or diseased plants?

A1: The contractor must submit in writing, to the Contracting Officer Representative (COR), a proposal for all changes they wish to make to the landscape. The plan must include a description of the changes, a proposed list of replacement plants, and an estimated cost to supply the materials and labor. The COR will advise the contractor within ten business days whether or not the proposal is approved or denied. The Embassy reserves the right to obtain the materials for the project on their own, and use the contractor only for the labor involved.

Q2: May the contractor utilize the Embassy's existing irrigation system?

A2: Yes. The Embassy has an automated irrigation system. The contractor may be asked to provide additional irrigation if changes to the existing landscape result in insufficient irrigation.

Q3: How much area beyond the fence of the Embassy is the contractor responsible for maintaining?

A3: The contractor is responsible for keeping the area within 3 meters of the Embassy's perimeter fence and wall clear of all vegetation. They are also responsible for maintaining the gravel walkways.

Q4: How often must the contractor update the maintenance plan?

A4: The contractor must submit an updated maintenance plan every year, thirty days prior to the contract renewal date.

Q5: Who is responsible for cutting the grass?

A5: The Embassy's groundskeepers are responsible for cutting all grass inside the compound wall/fence. The groundskeepers will not work on any flowers, shrubs, or trees after the start of the contract period.

Q6: May the contractor burn waste landscape waste on site?

A6: No, the contractor may not burn any waste or live vegetation on site. All waste must be removed by the contractor. Contractors are not permitted to burn the area outside of the perimeter wall/fence as a method of clearing vegetation.